

**Richmond Township Supervisors  
Re-organization Meeting - Agenda  
January 5, 2026 at 6 pm**

CALL TO ORDER: Salute to flag and moment of silence

1. Appoint Temporary Chairman and Secretary
2. Elect New Chairman, Secretary and Assistant Secretary
3. Elect Vice-Chairman
4. Set Compensation of Secretary-Treasurer Salary and Assistant Clerk
5. Appoint Wage Tax Collector
6. Set Hourly Rate of Township Full-Time Equipment Operators-Laborers
  - Set holidays paid, vacation pay, jury duty pay, PTO pay, bereavement pay, health insurance benefits, etc. for full-time employees
7. Set Hourly Rate of On-Demand Laborers, On-Demand Equipment Operators, Part-time Plow Operators, and Maintenance Employees
8. Appoint Co-Road Superintendents
  - Set Hourly Rate for Full-Time Road Superintendent
  - Appoint Road Masters and general laborers
9. Recommend auditors to set pay rate for full- and part-time working supervisors
10. Set Treasurers Bond Limit
11. Appoint Legal Council
12. Appoint Elector to serve as Chairman of Vacancy Board
13. Fill Planning Commission Vacancies and set meeting dates
14. Appoint Sewage Enforcement Officer, Assistant Sewage Enforcement Officer, UCC Building Code Inspector, Assistant UCC Building Code Inspector, and one supervisor as a code enforcement officer
15. Fill Vacancies in Recreation Board and set meeting/event dates
16. Select Township Depositories
17. Establish Meeting Dates, Location & Times for supervisor/auditor meetings

18. Certify Voting Delegate to State Convention and who can attend
19. Set Road Mileage
20. Set Emergency Management Service Coordinator
21. Set Tax Collector Deputy and Alternate Tax Collector Deputy
22. Set Flood Plain Administrator
23. Set Right-To-Know Officer

Minutes of December 29, 2025 meeting  
Correspondence  
Bills & Receipts

**Reports:**

Planning Commission  
Recreation Board  
Road Master's Report  
Tax Collection Committee  
Website

**Old Business:**

Any old business

**New Business:**

Any other new business

Citizen's comments & concerns

Adjourn